

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

May 12, 2016

**Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on May 12, 2016. Bruce Bobofchak, D.D.S. called the meeting to order at 7:00 p.m. Present were Doug Gibb, Kevin Satsky, M.D., Jackie Turner, Pam Davidson, DuRae Fletcher, Sr. and Carol Scotton arriving at 7:35 p.m. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Heather Kusler, Director of Family Health Services; and Amy Anderson, Director of Compliance and Quality. Not present was: Samuel Fox, M.D., Kimberly DeSutter, and Andrea Jacobs, Director of Operations.

Guests: Kate Jennings from Representative Bustos's office, Radio and TV Media Representatives.

ADDITIONS TO AGENDA

Pay Now Illinois under Administrators Report.

Remove items under the Health Protection Services Report and Wellness and Health Promotion Report.

APPROVAL OF MINUTES

A motion to approve the April 14, 2016 minutes was made by Pam Davidson and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the April 2016 numbers as \$52,531.93, with tonight's numbers being \$68,809.71, a difference of \$16,277.78. Mr. Gibb went on to say the largest expenses for the month was Travel/Training at \$4,297.81, Vaccine \$2,942.30, Client Services at \$2,688.64, and News Ads at \$2,333.00.

Ms. Davidson requested it be noted that Travel/Training Expenses are covered through grant money we received and has not come out of the Budget.

A motion to approve the Treasure's Report was made by Jackie Turner and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell reported to the Board that work will begin on the 2017 Budget and a preliminary copy will be distributed to Board Members at the July 2016 Board of Health Meeting.

PRESIDENT'S COMMENTS – Carol Scotton

Dr. Bobofchak updated the Board regarding two applicants who have applied for the Board of Health vacancy created by Jackie Turner, saying the Recruitment Committee will set a time this month to interview these applicants in order to present their information at the June 2016 Board of Health Meeting.

Administrator's Report – Michele Gabriel

Ms. Gabriel updated the Board regarding the Lead Program and the City of Galesburg saying we took part in a City Work Committee after last month's Board of Health Meeting. We were asked to create a report describing the largest problem areas. It was determined that 150 addresses we received and mapped since 1992 where high lead level children resided, was a three mile by two mile rectangle area in the middle of the City. Ms. Gabriel added that 46 of these addresses are rental properties, with 18 of them having copper or plastic service lines, 13 of them having lead service lines and 14 are unknown.

Ms. Gabriel informed the Board that we have meant with Representative Bustos's office via conference call to keep her updated on our findings and discuss the various avenues the City is considering to fix the lead service lines. Ms. Gabriel went on to say she has been in contact with the Stevenson County Health Department Administrator to learn what measures they have taken to prevent high lead levels in their county. Stevenson County has a local ordinance that states a property cannot be rented unless all lead is out of the house. Ms. Gabriel then explained that our Environmental Health Department checks any Knox County residence where a child with high lead levels resides, educating parents on how to rid the property from lead. We also give them sufficient time to resolve the problem, but if the home owner does not comply we then notify the States Attorney's office.

Ms. Gabriel shared the Staffing Update with the Board by saying last month Amy Anderson joined us to replace Becky Moss as Director of Compliance and Quality, Andrea Jacobs joined us as Director of Community Health Center Operations, Brooke Thompson started in the Community Health Center as a Clinic Nurse, and Shawna Peacock as a Dental Assistant. Also we have Neneth Stein rejoining us to fill the vacancy of Community Health Center Clerk.

Ms. Gabriel informed the Board during the Grant Update that we have received a \$108,000.00 from the Local Health Protection Grant, but this amount was not reflected in the Financial Report included in Board Member packets. Ms. Gabriel added, Mr. Jarvis has filed for the Local Health Protection and Vector Grants.

Ms. Gabriel reminded the Board that last month they unanimously decided to pursue the IL Pay it Now human service lawsuit. Ms. Gabriel explained that this lawsuit is the result of the State of Illinois not paying money to State Agencies as it has in the past and is looked at as being a business agreement with these agencies that it is not honoring.

Ms. Gabriel reported the HRSA Operational Site Visit Report to the Board saying a preliminary report has been included in Board Member packets for their review. Ms. Gabriel briefly touched on several issues we must resolve, saying that three issues fell under the Rapid Reserve Requirement, which have to be resolved within 14 days. These issues included writing a temporary Privileging Policy, recruiting an African Congo, African American, or a Hispanic person to serve on the Governance Board, so to better reflect the population we serve, also cleaning up Vendor Language and Conflict of Interest Policies to avoid unnecessary conflicts of interest in the future. Ms. Gabriel added that these three issues were resolved in the 14 day time period. Ms. Gabriel continued updating the Board regarding the HRSA Operational Site Visit Report stating some of the other issues we will be addressing are having more Hispanic and French signage in the building, recruiting a CMO, assigning one person to be over Finances in the Community Health Center, updating our expired contracts with other area agencies, designating a Billing and Collections Manager, correcting the "Scope of Project" area regarding transportation, as well as adding services in the area we do by taking these services out into the community.

Director of CHC Operations – Andrea Jacobs

Ms. Anderson reported to the Board in Ms. Jacobs's absence that we were awarded the HRSA Grant in the amount of \$1,373,703.00 for the new budget year of March 1, 2016 through April 30, 2017.

Compliance Improvement – Amy Anderson

Ms. Anderson informed the Board that we will be applying for the Patient Center Medical Home Grant Funding, so we can apply for the recognition for patients that are in medical homes at the Health Center.

Ms. Anderson reported to the Board that we passed the 340B Audit that was completed during the HRSA Operational Site Visit. 340B is the Supplemental Prescription Assistance Plan offered in the Community Health Center.

Comments from Visitors

Kate Jennings with Representative Cheri Bustos's office read a letter to the Board from Representative Bustos, thanking Ms. Gabriel for all her work on the Lead Program.

County Board Liaison

Ms. Davidson took a moment to thank Ms. Scotton for her input while attending the last two Knox County Board Meetings.

EXECUTIVE SESSION

At 7:45 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Jackie Turner; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Pam Davidson, Jackie Turner, and Carol Scotton.

At 8:40 p.m. the Board moved to return to open session. Kevin Satsky, M.D. made a motion to return to open session seconded by Jackie Turner; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Pam Davidson, Jackie Turner, and Carol Scotton.

ADJOURNMENT

A motion to adjourn was made by Pam Davidson and seconded by Jackie Turner; the motion was unanimously adopted by a voice vote at 8:43 p.m.

Respectfully Submitted By: Pam Reiber

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